

REVIEW OF RECRUITMENT PLAN FOR THE COMMITTEE OF CREDENTIALS

Summary and Recommendations

Staff recommends that the Executive Committee direct staff to implement its recruitment plan to ensure a wider applicant base to the Committee of Credentials.

Fiscal and Workplan Impact

Costs associated with the recruitment process are part of the base budget of the Division of Professional Practices. These include the costs of printing and mailing of notices of vacancies.

The Committee of Credentials

At the April, 2002 meeting of the Executive Committee, staff was directed to develop a Recruitment Plan for expanding the candidate pool of applicants to the Committee of Credentials.

The Committee of Credentials (Committee) is a statutorily created body whose seven members are appointed by the Commission. By statute the Committee is responsible for initiating all investigations into allegations of misconduct by credential holders and applicants. In order to ensure a high level of public confidence in California teachers and other credentialed public school employees, the Commission and the Committee monitor the moral fitness and professional conduct of credential applicants and holders.

The Committee of Credentials is composed of seven members, as follows:

- (1) Elementary school teacher (currently Mike Nelson—resigned effective 7/2002)*
- (2) Secondary school teacher (currently Sara Williams—term expires 7/2002)*
- (3) School Administrator (currently Hank Richardson—term expires 7/2003)**
- (4) School Board Member (currently Steve Parkes—term expires 7/2003)**
- (5) Public Representative (currently Mary Williams—term expires 7/2003)**
- (6) Public Representative (currently Wesley Apker—term expires 7/2003)
- (7) Public Representative (currently Sylvia Whitlock—term expires 7/2003)

*new Members have been appointed effective 7/2002

**2nd term

Members of the Committee are appointed for two-year staggered terms. Pursuant to section 504 of the Policy Manual, Committee members are limited to two terms. In November of each year, the Chairperson of the Commission writes to each member of the Committee whose first term is due to expire. Those Committee members who are willing to serve another term notify the Executive Director. At the next scheduled Executive Committee meeting, the requisite vacancies are determined and the application process is opened.

Currently, staff mails notices of vacancies to 1058 stakeholders and interested parties. In addition, notices are sent to all past applicants and are posted on the Commission's web site. Applications are also made available at Commission meetings, provided to Commissioners in the Friday mail, and given to current Committee members. Despite these efforts, very few applications are received.

In order to increase the number of applications, the attached recruitment plan has been developed.

COMMITTEE OF CREDENTIALS RECRUITMENT PLAN

Year-round recruitment—In an effort to develop a pool of interested applicants, the Division of Professional Practices will institute year-round recruitment for membership on the Committee of Credentials via the following:

- CCTC web site. If visitors to the web site are interested in membership on the Committee, they will be able to use electronic mail to a dedicated electronic mail address to request that an application be sent when the appropriate vacancy is declared.
- “I am interested” postcards to be used at CCTC tables at workshops, conferences, meetings and other activities. These can also be provided to Commissioners, Committee members and stakeholders.

Targeted recruitment—Currently, notices of anticipated vacancies are sent to the Directors, Superintendents, and heads of various stakeholder groups. The notice and application may not be distributed or may be distributed on a very limited basis. Our efforts will be directed to a more targeted recruitment, as follows:

- Nomination letters: A personal letter from the Chair of the Commission requesting nominations of applicants will be sent to appropriate parties and stakeholder groups.
- Utilization of electronic mailings for announcements of specific vacancies with a link to the CCTC web site. Staff will utilize electronic mailing lists developed by other divisions to target specific constituencies.
- Identification of stakeholders’ communications personnel: DPP will develop and send notices to a list of communications personnel so that information can be printed in an organization’s newsletter or placed on an organization’s web site.
- Media contacts: Information regarding the Committee of Credentials recruitment process will be the subject of periodic CCTC newsletter articles. A media release will be prepared and sent whenever a vacancy is declared, targeted to the appropriate media outlets.